

INTISARI

PROGRAM DIGITALISASI ARSIP PRODUK HUKUM DI DINAS PERPUSTAKAAN DAN KEARSIPAN KABUPATEN GUNUNGKIDUL

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Dinas Perpustakaan dan Kearsipan (DPK) Kabupaten Gunungkidul selaku lembaga kearsipan daerah di Kabupaten Gunungkidul, mempunyai kewajiban dalam melakukan pelestarian arsip statis melalui digitalisasi yang nantinya diunggah ke SIKN/JIKN. Penelitian ini bertujuan untuk menjelaskan bentuk pelaksanaan program digitalisasi, manfaat yang didapatkan, kendala yang dihadapi, dan keberlanjutan program digitalisasi.

Penelitian ini menggunakan pendekatan deskriptif kualitatif dengan fokus penelitian terhadap program digitalisasi yang dilaksanakan oleh DPK Kabupaten Gunungkidul. Metode pengumpulan data yang digunakan yaitu observasi, wawancara, dokumentasi, dan studi pustaka. Observasi non partisipatif dilakukan dengan peneliti tidak terlibat kegiatan digitalisasi dan hanya mengamati program digitalisasi yang sudah dilaksanakan. Wawancara dilakukan dengan narasumber dari DPK Kabupaten Gunungkidul. Dokumentasi dilakukan dengan melakukan pengambilan gambar terkait digitalisasi yang sudah dilaksanakan dan hasil digitalisasi yang sudah dilaksanakan. Studi pustaka dilakukan dengan menelusuri referensi dari buku, jurnal, peraturan, dan sumber internet. Data kemudian dianalisis dengan teknik analisis yang dilakukan yaitu reduksi data, penyajian data dan penarikan kesimpulan. Reduksi data dilakukan dengan memfokuskan pada arsip yang sudah terdigitalisasi di SIKN/JIKN. Penyajian data dilakukan dengan teks naratif. Penarikan kesimpulan dilakukan dengan menarik kesimpulan dari data yang sesuai dengan fokus penelitian.

Kesimpulan dari penelitian ini adalah program digitalisasi produk hukum yang dilaksanakan DPK Kabupaten Gunungkidul ditujukan sebagai salah satu bentuk pelestarian arsip. Program digitalisasi dibagi menjadi 3 tahapan yaitu pra digitalisasi, pelaksanaan digitalisasi, dan pasca digitalisasi. Pra digitalisasi terdiri dari arsip dikelola, dinilai, ditentukan skala prioritas, direncanakan, pendanaan, meningkatkan SDM, dan pembuatan SOP. Digitalisasi terdiri dari pelaksanaan digitisasi, mempersiapkan sistem, dan mempersiapkan teknologi yang akan digunakan dalam program digitalisasi. Pasca digitalisasi terdiri dari evaluasi program digitalisasi, dan pemantauan sistem SIKN/JIKN. Kendala yang dihadapi yaitu kondisi sebagian arsip yang rusak dan sudah mulai tidak bisa dibaca, kurangnya SDM dan keterbatasan sarana dan prasarana.

Kata kunci: digitisasi, digitalisasi, arsip produk hukum

ABSTRACT

THE DIGITIZATION OF LEGAL DOCUMENT ARCHIVES PROGRAM AT DINAS PERPUSTAKAAN DAN KEARSIPAN KABUPATEN GUNUNGKIDUL

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The Gunungkidul Regency Library and Archives Office as a regional archival institution in Gunungkidul Regency has an obligation to preserve static archives through digitization which will later be uploaded to SIKN / JIKN. This research aims to explain the form of implementation of the Digitization Program, the benefits obtained, the obstacles faced, and the sustainability of the digitization program.

This research uses a qualitative descriptive approach with a research focus on the digitization program implemented by the Gunungkidul Regency DPK. The data collection methods used were observation, interview, documentation, and literature study. Non-participatory observation was carried out with researchers not involved in digitization activities and only observing the digitization program that had been implemented. Interviews were conducted with resource persons from DPK Gunungkidul Regency. Documentation was done by taking pictures related to the digitization that had been carried out and the results of the digitization that had been carried out. Literature study was conducted by tracing references from books, journals, regulations, and internet sources. The data was then analyzed using data reduction, data presentation and conclusion drawing techniques. Data reduction is done by focusing on archives that have been digitized in SIKN/JIKN. Data presentation was done with narrative text. Conclusion drawing is done by drawing conclusions from data that is in accordance with the focus of the research.

The conclusion of this research is that the legal product digitization program implemented by the Gunungkidul Regency DPK is intended as a form of archive preservation. The digitization program is divided into 3 stages, namely pre-digitization, digitization implementation, and post-digitization. Pre-digitization consists of archives being managed, assessed, determining priority scale, planning, funding, improving human resources, and making SOPs. Digitization consists of implementing digitization, preparing the system, and preparing the technology that will be used in the digitization program. Post-digitization consists of evaluating the digitization program, and monitoring the SIKN/JIKN system. The obstacles faced are the condition of some archives that are damaged and have begun to be unreadable, lack of human resources and limited facilities and infrastructure.

Keywords: digitization, digitalization, legal product archives